

Minutes - Information Systems Committee
Chambers Room (C101), 421 Nebraska Street, Sturgeon Bay
WEDNESDAY, JUNE 9, 2010

1. Chairman Richard Haines called the meeting to order at 2:00 p.m.
2. Members present were: Richard Haines, Mark Moeller, Ben Meyer and David Lienau. Joel Gunnlaugsson was excused.
 Also present were: Information Systems Tim Ullman, Tom Haight, Real Property Lister Holly Hansen, Register of Deeds Carey Petersilka, Sheriff Terry Vogel and Administrative Assistant Lori Holtz.
3. Adopt the Agenda:
 Motion by Moeller, seconded by Meyer, to adopt the agenda. Motion carried.
4. Approve IS Committee Meeting Minutes of May 12, 2010
 Motion by Meyer, seconded by Lienau, to approve IS Committee Meeting Minutes of May 12, 2010. Motion carried.

5. Real Property Listing

5.1. Office Update

5.1.1. Sales

	2004 Sales	2004 Splits	2005 Sales	2005 Splits	2006 Sales	2006 Splits	2007 Sales	2007 Splits	2008 Sales	2008 Splits	2009 Sales	2009 Splits	2010 Sales	2010 Splits
January	304	105	333	114	326	147	271	95	289	47	125	32	138	26
February	311	233	300	118	215	79	262	207	161	39	131	28	160	48
March	(comb Feb& Mar)		272	120	358	79	245	70	183	43	174	37	175	40
April	294	162	288	99	283	121	232	60	207	75	153	12	137	29
May	364	176	389	115	326	118	328	147	264	41	169	52	197	48
June	428	167	340	112	303	130	323	130	262	86	189	60		
TOTAL	1701	841	1922	678	1811	674	1661	709	1366	331	941	221	807	191

- 5.1.2. Web Map/Map Coverage's: Coverage's in house projects are updated with boundary and ownership changes through the end of May. Changes sent to Tom Haight on June 9th to update Web Map.
- 5.1.3. Assessor Work Rolls: Seven more books came in since the last meeting. We now have 12 of the 19 work rolls with new assessments for 2010 entered. (Brussels, Clay Banks, Egg Harbor, Forestville, Gardner, Jacksonport, Nasewaupee, Sevastopol, Sturgeon Bay, Union and Village of Egg Harbor & Forestville) So far entered 2679 assessment changes.

Municipality	2006 Assessment Changes	2007 Assessment Changes	2008 Assessment Changes	2009 Assessment Changes	2010 Assessment Changes
Baileys Harbor	2771	265	353	352	
Brussels	192	1224	181	242	270
Clay Banks	234	115	522	136	139
Egg Harbor	721	671	597	3067	244
Forestville	436	919	397	483	354
Gardner	545	183	115	137	128
Gibraltar	807	663	568	537	
Jacksonport	442	424	407	1628	117
Liberty Grove	760	782	764	733	
Nasewaupee	4317	974	672	786	633
Sevastopol	3959	968	820	777	426
Sturgeon Bay	259	269	212	219	159
Union	1124	466	328	257	58
Washington	2747	368	287	269	
V. Egg Harbor	238	219	219	1118	104
V. Ephraim	166	132	150	233	
V. Forestville	47	38	45	43	47
V. Sister Bay	215	281	1590	137	
City St. Bay	1398	1226	1192	1366	
TOTAL	21378	10187	9419	12520	2679

- 5.1.4. Fire Numbers: Ran comparison reports between our database and 911 addressing checking for discrepancies. In some cases addressing dot on wrong parcel, some case assessors had improvement on wrong lot and others we show no improvement but there is a fire number. In those cases it could be new construction, campsites, communication towers or abandoned buildings that carry no value. Still finishing up checking reports.

5.2. Approve Vouchers - None.

6. Land Information Office (LIO) Coordinator

6.1. Report Balance of County LIO funds

Land Modernization Balance:	\$171,826.42
LIO Internet Balance:	32,819.97
Total Land Modernization and LIO Internet Balance:	204,646.39
GIS Fees Collected to Date	159.00

6.2. Land Information Council - FYI

A Resolution to create the Land Information Council and appoint members will be going to County Board in June, submitted by County Board Chairman Leo Zipperer and Administrator Mike Serpe.

The Council will hold its first meeting on July 14, prior to the IS Committee meeting.

6.3. Land Information Modernization (LIM) Plan – process for drafting next 5-year planning cycle

Haight met with representatives of the departments involved in the Plan to review their respective sections. A June 23 meeting is scheduled to review the entire document. Following the group meeting, edits will be forwarded to the IS Committee and the Land Information Council.

6.4. FYI / Project Update

As a result of the retirement of Ken Pollock, duties related to the GIS Specialist position have been re-assigned. Audrey Forslund in Planning will be doing the office duties, and Haight will act as back-up for Forslund, which may involve such tasks as assigning new addresses and notifying 911.

7. Register of Deeds

7.1. Update on filed/recorded documents

2010 Certified Copies / Month	Birth	Marriage	Death	Domestic	VA	Total	Total Fees	2009 Comparison	
								Total	Total Fees
January	87	63	324	0	11	485	\$1,782.00	564	\$1,889.00
February	87	35	310	0	19	451	1,640.00	442	1,664.00
March	135	58	348	0	12	553	1,664.00	361	1,438.00
April	104	52	147	0	12	315	1,314.00	435	1,729.00
May	48	72	141		27	288	1,125.00	366	1,388.00
Totals to date:	461	280	1270	0	81	2092	\$7,525.00	2168	\$8,108.00

2010 Vital Records Filed /Month	Birth	Marriage	Dom. Ptn.	Death	VA	Total	2009 Totals
January	21	6	0	27	3	57	77
February	27	8	0	32	3	70	75
March	19	8	0	30	12	69	59
April	19	16	0	23	3	58	71
May	8	30	0	12	6	56	104
Totals to date:	94	68	0	124	27	310	386

Recording Fee Breakdown

\$11/1st page of document

\$4 – General Fund

\$7 – Land Records

(\$5 – County Land Records)

(\$2 – State Land Records)

(\$1 – County Internet Fund)

2010 Documents Month	Documents Recorded	Money Turned Over to County Treasurer	2009 Comparison	
			Documents	\$
January	734	45,474.30	701	57,223.40
February	694	38,137.20	981	40,911.70
March	805	60,754.30	988	45,525.80
April	723	46,357.20	963	48,032.40
May	736	88,009.00	1,083	53,716.90
TOTALS:	3692	278,732.00	4,716	245,410.20

7.2. Impacts of, Changes Occasioned by, and Committee Actions in Response to Wisconsin Act 314

Petersilka reported that no action is necessary at this point. She has met with Tom Haight and Bob Mollenberndt to research the best solution for redacting social security numbers on documents. The new legislation imposes an additional \$5.00 fee per document, and this will cover the cost to redact SSN from documents recorded prior to April 1, 2006 that are transferred online.

7.3. Approve Vouchers

Motion by Moeller, seconded by Meyer, to approve Register of Deeds vouchers totaling \$1,745.00. Motion carried.

8. Information Systems

8.1. New Business

8.1.1. Communication Advisory Technical Subcommittee (CATS) Reporting to IS - 6/1/2010 Forward

Per Chairman Zipperer's letter of 5/6/10, the CATS Committee will be responsible to and report to the Information Systems Committee as of June 1, 2010.

8.1.1.1. CATS Current Projects

There is \$100,000 housed in the Capital Improvement Fund to be spent in 2010 on projects including: paging system upgrade, Hwy/Sheriff/EMS/Fire control station; and convert the alarm system to microwave.

8.1.1.2. Approve CATS CIP Projects - 2011 - 2015

Proposed Capital Project Projects are:

- 2011: \$435,000 for Communications Towers - Forestville
- 2012: \$660,000 for Communications Towers - Tri-County Tower
- 2013: \$175,000 for Communications Towers equipment
- 2014: \$377,000 for Communications Towers - LaSalle Lower

Motion by Moeller, seconded by Meyer, to approve the CATS CIP projects for 2011-2014 and forward to Finance Committee. Motion carried.

Ullman noted that EMS Director Dick Burress is the true historian on CATS, and it may be good to have him give a presentation to this committee in August.

8.1.2. Status/Review/Discuss next steps for Fiber Design with Access Engineering

Included in the packet was an update from Bruce Rowell of Access Engineering, itemizing the work done on the Fiber Optic Project, along with the next steps.

This is a 2010 CIP Project and Ullman will continue to provide status reports until a decision is made on the project.

8.1.3. Status NE Tower Proposal - Due Diligence phase

Ullman provided communications from Michael O'Malley, which indicated that the Nsight/Cellcom's "Open Door" broadband stimulus application to NTIA has passed the first round of review and is now in the due diligence phase. As part of their due diligence, NTIA is requesting additional information from the list of community anchor institutions that were identified in the application. NTIA is requesting additional commentary on "the rationale for the claim of underserved or unmet needs, including information regarding the existence of material product/services gaps."

Ullman drafted a response regarding the "unmet needs", to assist Nsight/Cellcom with getting Federal dollars.

8.1.4. IS Announcement Document and dates

8.1.4.1. Zix Email Encryption

The Zix Email encryption is still giving some false positives, and is in the refinement stage.

8.1.4.2. Microsoft e-Learning for new 2007 versions of software

The first course was up and operational last week. Ullman said they need to decide if they want to roll out the 2010 version. He will need to meet with departments to see if they need training, and if so, what training.

8.1.4.3. Microsoft Home Use Program (HUP) for DC Employees

The program has kicked off with roughly 20 people downloading the software. The 2010 version is now available.

8.1.5. Status hire of Help Desk Tech

Nothing to report. Ullman said he needs to do a job analysis questionnaire for Human Resources.

8.1.6. Further Discussion - Approve County Board Laptops

Administrator Serpe had sent a memo indicating that he is not inclined to view this as a 2010 expenditure, as it was eliminated from consideration in the 2010 budget early in the process. He said he would prefer that this be in the 2011 budget as it give IS plenty of time to address the issues previously noted.

Moeller said he thought we should proceed with laptops for only the IS Committee for this year, and budget the others for 2011.

Ullman indicated that it would take at least 30 days to get this up and running. Supervisors must have a broadband connection to use the laptop, and doing so would mean they would no longer receive any hard copy agendas.

Motion by Moeller, seconded by Meyer to pass on to Finance Committee a request for the funds to purchase five laptops as a pilot program for the members of IS Committee, to begin the process of getting laptops for all County Board members. Motion carried.

8.1.7. Approve Research with Town of Gibraltar Request

Ullman had a discussion with Gibraltar Clerk/Treasurer Sharon Kellner and Deputy Clerk Beth Hagen. They need to image 150 boxes of historical documents and they inquired into the possibility of using our equipment vs. a stand-alone system.

Ullman said we've set a precedent with other communities. There are costs involved and these need to be identified. He said he wanted to make sure it's okay with the oversight committee to explore cooperative use of the enterprise system.

By consensus, the Committee agreed that Ullman can explore further.

8.1.8. Status 2011 Budget Process

Spreadsheets are due back this Friday from departments. Ullman indicated that some of the big projects will be in public safety, MS Office licensing, new financial software, 50-100 replacement PC's, County Board laptops, network gear and video systems at the jail.

8.2. FYI

8.2.1. Other 2010 Projects - no report.

8.3. Approve Vouchers

Motion by Moeller, seconded by Meyer, to approve Information Systems vouchers totaling \$44,847.54. Motion carried.

9. **Next Regularly Scheduled Meeting Date: Wednesday, July 14, 2010, 3:00 p.m....** Outlay Requests / Regular Meeting. The new Land Information Council will meet at 2:00 p.m. and will be on the IS agenda for reporting.

10. **Adjourn Meeting**

Motion by Meyer, seconded by Lienau, to adjourn. Motion carried. Time: 4:29 p.m. Recorded by Administrative Assistant Lori Holtz.